

EYES ONLY

SECRET

Personnel

DD/A 81-1060/1

4 AUG 1981

MEMORANDUM FOR: Chief, Special Activities Staff, Office of
Personnel

FROM: William N. Hart
Associate Deputy Director for Administration

SUBJECT: Trial-Period Employees

1. The appropriate career panels in this Directorate have reviewed the records of the trial-period employees indicated on the attached listing. I have reviewed each panel's recommendations and certify, except as noted below, that each employee has been performing satisfactorily and that all required Performance Appraisal Reports (PAR's) have been completed.

25X1 2. [] a former GS-07 MF careerist, is now deceased.

25X1 3. [], a GS-08 ML careerist, resigned from the Agency 9 June 1981.

25X1 4. [] a GS-08 MZ careerist, will complete his trial period on 27 January 1982. The MZ Career Boards/Panels have determined that [] is not performing at a satisfactory level. Currently the Office of Data Processing along with the Agency's Handicapped Coordinator and the External Activities Branch in the Office of Personnel are actively initiating action to locate and reassign [] to a position more compatible with his skills. In the event a suitable position cannot be identified, separation proceedings will be initiated. We will monitor and keep you advised of this situation prior to the termination of Mr. [] trial period.

/s/ William N. Hart

William N. Hart

Attachment
Trial-Period Listing

Distribution:

- Orig - Adse (w/att)
- 1 - WNH chrono (wo/att)
- 1 - DDA subj (wo/att)
- 1 - CMO subj (wo/att)
- 1 - CMO chrono (wo/att)

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

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DDA/Pers Off [] pao (3 Aug 81) 25X1

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DD/A REGISTRY

Approved For Release 2003/08/13 : CIA-RDP84B00890R000500110032-8

FILE.

DDA 81-1060

21 MAY 1981

MEMORANDUM FOR: Chief, Special Activities Staff, Office of Personnel

FROM: William N. Hart
Associate Deputy Director for Administration

SUBJECT: Trial Period Employees ☐

25X1

1. The appropriate career panels in this Directorate have reviewed the records of the trial period employees indicated on the attached listing. I have reviewed each panel's recommendations and certify, except as noted below, that each employee has been performing satisfactorily and that all required Performance Appraisal Reports (PAR's) have been completed. ☐

25X1

2. ☐ a GS-06 MZ careerist, resigned from the Agency on 27 February 1981. ☐

25X1

25X1

3. ☐ a GS-06 MC careerist, resigned from the Agency on 9 April 1981. ☐

25X1

25X1

4. ☐ formerly a GS-08 MC careerist, was reassigned to DDS&T/OTS on 15 September 1980. Since he has transferred to another Directorate, I do not believe it appropriate to certify his present level of performance. ☐

25X1

25X1

5. On 13 November 1980, we deferred a trial period decision on ☐ an MC careerist whose trial period will be completed on 20 May 1981. Because of personal problems which had an impact on his performance, OMS was evaluating ☐ His personal problems appear to have been solved to the extent that the appropriate career panel has certified that his performance is satisfactory. All required PAR's have been completed.

25X1

25X1

25X1

/s/ William N. Hart

William N. Hart

Attachment:
Trial Period Listing

DOWNGRADED TO CONFIDENTIAL
UPON REMOVAL OF ATTACHMENT

Distribution:

Orig - Addee (w/att)
1 - WNH Chrono (wo/att)
① - DDA Subj (wo/att)
1 - CMO Subj (w/att)
1 - CMO Chrono (wo/att)

DDA/Pers.Off. ☐ :b25X1
(19 May 1981)

APPROVED FOR RELEASE
2003/08/13 : CIA-RDP84B00890R000500110032-8

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